

**STATE OF HAWAII  
REQUEST FOR SOLE SOURCE**

TO: Chief Procurement Officer

FROM: \_\_\_\_\_  
(Department/Division/Agency)

Pursuant to §103D-306, HRS, and Subchapter 9, Chapter 3-122, HAR, the Department requests sole source approval to purchase the following:

Description of goods, services, or construction:
--

Name of Vendor: Address:	Cost:
-----------------------------	-------

Term of Contract:	From:	To:	Prior Sole Source Reference No.:
-------------------	-------	-----	----------------------------------

The goods, services, or construction has the following unique features, characteristics, or capabilities:
---

How the unique features, characteristics, or capabilities are essential for the agency to accomplish its work:

The following other possible sources for the goods, services, or construction were investigated but do not meet our needs because:

Direct questions to: \_\_\_\_\_

Phone: \_\_\_\_\_

***I certify that the information provided above is to the best of my knowledge, true, correct and that the goods, services, or construction are available through only one source.***

\_\_\_\_\_  
Department Head or Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (If other than Department Head)

Chief Procurement Officer's comments:

Please ensure adherence to applicable administrative and statutory requirements.

Expenditure may be processed through a purchase order: Yes ☐ No ☐. If no, a contract must be executed and funds certified.

☐ APPROVED

☐ DISAPPROVED

\_\_\_\_\_  
Chief Procurement Officer

\_\_\_\_\_  
Date